

CURRICULUM COMMITTEE FUNCTIONS:

- I. Resources for priority curriculum, \$, people, space
  - A. prioritize curriculum
  - B. determine costs, manpower, etc.
  - C. recommend resource allocation
  - D. develop long term goals (5 year)
- II. Review low priority courses--curriculum
  - A. identify low priority courses
  - B. identify courses where questions arise concerning relevancy, content, etc.
  - C. establish quarterly reviews:
    - Required:
      - validation of need
      - validation of objectives
      - content review (technique)  
(see attachment)
- III. Review all new course proposals
  - A. see new course check list
  - B. approve disapprove/recommendations for change  
(see attached new course check list)
- IV. Review curriculum programs, e.g. Analyst training
  - A. ensure rigorous review
  - B. approve procedures/methods
  - C. required technique/method
- V. Oversee conduct of need surveys
  - A. approve method
  - B. review results
  - C. approve changes  
(see schedule of need survey)
- VI. Review and approve all instructional support programs
  - A. CBT programs (annually)
  - B. MPB
  - C. library support
  - D. catalogs
  - E. others

CURRICULUM COMMITTEE (Continued)

VII. Review recommendations from operations sub-group

VIII. Develop "Training Trainers Program"

- A. establish committee (sub-group)
- B. develop curriculum
- C. approve recommendations

IX. Conceptual Curriculum

- A. units provide course sequencing (in progress)
- B. develop category of courses (final approval due
- C. develop model for each unit or curriculum program

CURRICULUM COMMITTEE (Continued)

PROCEDURES:

1. Establish a panel chaired by [redacted] STAT
  - a) two from each division who will review all proposals for curriculum review on issues related to that division. Nominees needed.
  - b) panel make recommendations to curriculum committee.
  - c) prepare staff presentations.
  - d) committee approval
2. Issues for panel
  - a) New Courses
    - list of all courses under development for FY 1986 required
  - b) Quarterly reviews
    - of courses
    - of curriculum
  - c) Need surveys
    - DO
    - DA
    - Recruitment
    - EEO
3. Priorities for panel
  - Management training review
  - Regional Career Studies Program
  - Records management
  - ITCIA (?)

CURRICULUM COMMITTEE NEW COURSE CHECKLIST

1. Course

Objectives:

- How fits into OTE categories, and Division or Office curriculum

2. Customer

- Who asked for it?
- What kind of needs assessment?
- Accountability

3. Students

- Who is course directed at?
- Grade, experience, directorate
- Kind of work (e.g. communicator, analyst, budget officer)

4. Course Design

- Short statement of purpose
- Course outline
- Method of instruction
- Opinion of external reviewer on methodology

5. Course Substance

- Course outline
- Opinion of external reviewer

6. Cost

- How many work years into develop and running?
- \$ (not counting OTE personal service)
- Opportunity cost, i.e. what else might be doing

7. Marketing

- Advertising, training officer network, etc. when and how?
- Post-course

8. Post-Course Review

- Evaluation plan. How will students evaluate?
- Based on job evaluation? Non-student evaluation?
- Date for returning to C.C. with evaluation and recommendation re-continuance, changes, etc.

CURRICULUM COMMITTEE (Continued)

NEED SURVEYS CY 1985

DO	- in progress
DA	- January 1986
OP (Recruiters)	- in progress
Office of Finance	- in progress
EEO	- in progress

CURRICULUM COMMITTEE (Continued)

QUARTERLY REVIEW SCHEDULE (CY1985)

Third Quarter 1985

	STAT
CIA Today and Tomorrow	
Introduction to ADP	
Advanced Intelligence Seminar (in progress)	
GIM II (completed)	

Fourth Quarter

Introduction to CIA (?)  
Records Management  
EEO (in progress)  
\* Management Training  
\* Regional Training Program  
Analyst Training (in progress--report due)